

Commonwealth of Massachusetts
Executive Office of Health and Human Services

Virtual Gateway



Salary Reserve FY 2007 Reference Guide
September 2006

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Chapter 1: Accessing Provider Data Management to View Salary Reserve Data

Introduction

This section of the Provider Data Management (*PDM*) Service is for the implementation of a data collection web-based application which will collect payroll data from providers and will facilitate the distribution of approximately \$28M to Purchase of Service contractors who provide human and social services to Commonwealth clients.

The Salary Reserve web application provides Purchase of Service (POS) providers and EOHHS agency staff with access to real-time data over the internet. The Salary Reserve web application will be the system of record for all of the Salary Reserve data content. This application will be made available whenever Salary Reserve is part of the Budget.

You can access *PDM* to

- view
- update
- manage

Salary Reserve FY 2007 data.

Accessing PDM through the Virtual Gateway

To access *PDM*:

1. Open a web browser.
2. Type Web address www.mass.gov/eohhs in browser.

Health and Human Services portal page appears.

3. Click the **Manage Provider Data** link.






Virtual Gateway Business Services portal page appears for login.

Note: Security requires that each person have a username and password.

4. Enter your **Username** and **Password** in the **Login** box, and then click the **Submit** button.

Virtual Gateway Business Services

The Virtual Gateway offers a new way to access health and human service programs. To get started, login to the right, or learn how to [become an authorized user](#). The following online services are currently available:

 **Catalog:** An online catalog with descriptions of several of the most widely used programs in Health and Human Services.

Screening & Referral: A short online survey for consumers and providers to determine potential eligibility for select EOHHS programs. Multiple services can be assessed at the same time.

Intake: A single, online data collection tool for registered providers to create applications for multiple EOHHS programs on behalf of clients. (Login required.)


Homeless Management: An online data collection, case management, and reporting tool for registered homeless shelters and providers to manage daily operations within their organizations (Login required).

Transitional Assistance Gateway: An online inquiry tool for registered agencies to view secure case management information for various transitional assistance programs, including Food Stamps, financial assistance, and homeless services. (Login required).

Login

Username

Password
(case-sensitive)



[Forgot password?](#)

Virtual Gateway Help Desk:
1-800-421-0938
1-617-988-3301 (TTY)
9 AM - 5 PM, Monday - Friday

The post-login, Virtual Gateway Business Services portal page appears.

Welcome Last Update: February 2, 2006 11:29 AM

Virtual Gateway Business Services



[Return to the HHS Home page](#)

Virtual Gateway Help Desk:
1-800-421-0938
1-617-988-3301 (TTY)
9 AM - 5 PM, Monday - Friday

Services

[Catalog of Services](#)
[Common Intake Form](#)
[Interpreter Referral Information System](#)
[Screen for Eligibility](#)
[View Purchase of Service Provider Data](#) 
[Enterprise Reporting](#)
[Homeless Management](#)

Once logged in, you have access to the Virtual Gateway services. To access PDM, click the **View Purchase of Service Provider Data** link.

*The **Provider Business Functions** page appears.*



Viewing the Provider Business Functions Page

Access the **Salary Reserve Data Summary** page by clicking the [Salary Reserve](#) link from the **Business Functions** page

Provider Data Management

- [Links to Related Information](#)
- [Exit](#)

Help Desk and Training

- [User Manual](#)
- [FAQs](#)
- [PDM How-to-Demos](#)
- [Job Aids](#)
- Phone Number
1-800-421-0938

Test Organization

Provider Business Functions

■ [View Information Summary](#)

- [General Information Detail](#)
- [EOHHS Services Taxonomy](#)
- [Provider Contract Summary](#)
- [Provider Qualification](#)
- [Financial Measures](#)
- [Required Forms and Documents](#)

■ [Update Provider Information](#)

- [General Information](#)
- [Services Available for Purchase](#)
- [Required Forms and Documents](#)

■ [Other Business Services](#)

- [Links to Related Information](#)
- [Salary Reserve](#)

[View Information Summary](#): Summary information about a single Purchase of Service (POS) Provider that can be viewed on a single page with the option to link to more in depth information such as general contact information, provider addresses, services provided to the Commonwealth and required documents on file with provider data management

[Update Provider Information](#): Update general information, requirement documents and forms and other data about the services you can provide to the Commonwealth.

[Links to Related Information](#): Select from a comprehensive list of useful links to other sources of information pertaining to contracting and commonwealth business processes and procedures.

The Salary Reserve Data Summary page appears.



Accessing the Salary Reserve Data Summary Page

You will only be able to view, manage and update data that pertains to your organization.

The following information is viewable from this page:

- Contact Information
- Salary Reserve Wage Detail
- Contract Detail

Provider Data Management <ul style="list-style-type: none">■ Links to Related Information■ Exit	Business Functions > Salary Reserve									
Salary Reserve Updates	Test Organization Salary Reserve Data Summary									
Salary Reserve Data <ul style="list-style-type: none">■ Update Contact■ Manage Wage Data■ Manage Contracts	<i>To enter Salary Reserve Data select the corresponding Update link.</i>									
Help Desk and Training <ul style="list-style-type: none">■ User Manual■ FAQs■ PDM How-to-Demos■ Job Aids■ Phone Number 1-800-421-0938	Contact Information Update									
	123 Common Ave Boston MA 12345 USA (123)-123-1234 http://www.testorg.com TIN / FEIN: 000000000 Vendor Customer Code: N/A									
	Salary Reserve Wage Detail Update									
	<table border="1"><thead><tr><th>UFR Title</th><th>No. of FTEs</th><th>Total Annual Wages</th><th>Average Salary</th></tr></thead></table>		UFR Title	No. of FTEs	Total Annual Wages	Average Salary				
UFR Title	No. of FTEs	Total Annual Wages	Average Salary							
	Contract Detail Update									
	<table border="1"><thead><tr><th>ID</th><th>Contract No</th><th>Dept</th><th>Activity Code</th><th>FTEs ≤\$40K</th><th>Annual Salaries FTEs ≤\$40K</th><th>% of Program Purchased by Dept.</th><th>Adjusted Salaries ≤\$40K</th></tr></thead></table>		ID	Contract No	Dept	Activity Code	FTEs ≤\$40K	Annual Salaries FTEs ≤\$40K	% of Program Purchased by Dept.	Adjusted Salaries ≤\$40K
ID	Contract No	Dept	Activity Code	FTEs ≤\$40K	Annual Salaries FTEs ≤\$40K	% of Program Purchased by Dept.	Adjusted Salaries ≤\$40K			
	<p>Once all data is entered click submit to confirm. The deadline for submitting your FY2007 Salary Reserve Data is Friday, September 29, 2006 at 5:00 PM.</p>									
	Submit									



Chapter 2: Managing Salary Reserve Data

Introduction

You can manage or update the following:

- Salary Reserve Contact Information
- Salary Reserve Contract Data
- Wage Data

Accessing the Salary Reserve Contact Page

To access the **Update Salary Reserve Contact** page, click the [Update](#) link from the **Salary Reserve Data Summary** page.

Provider Data Management

- [Links to Related Information](#)
- [Exit](#)

[Salary Reserve Updates](#)

[Salary Reserve Data](#)

- [Update Contact](#)
- [Manage Wage Data](#)
- [Manage Contracts](#)

Help Desk and Training

- [User Manual](#)
- [FAQs](#)
- [PDM How-to-Demos](#)
- [Job Aids](#)
- Phone Number
1-800-421-0938

[Mass.Gov Home](#)
[State Agencies](#)
[State Online Services](#)

[Business Functions](#) > [Salary Reserve](#)

Test Organization
Salary Reserve Data Summary

To enter Salary Reserve Data select the corresponding Update link.

Update

Contact Information

123 Common Ave
Boston MA 12345 USA
(123)-123-1234
<http://www.testorg.com>
TIN / FEIN: 000000000
Vendor Customer Code: N/A

Salary Reserve Contact:

Phone:
Title:
E-mail: N/A

Salary Reserve Wage Detail
Update

UFR Title	No. of FTEs	Total Annual Wages	Average Salary

Contract Detail
Update

ID	Contract No	Dept	Activity Code	FTEs <=\$40K	Annual Salaries FTEs <=\$40K	% of Program Purchased by Dept.	Adjusted Salaries <=\$40K

Once all data is entered click submit to confirm. The deadline for submitting your FY2007 Salary Reserve Data is Friday, September 29, 2006 at 5:00 PM.

Submit

The Update Salary Reserve Contact page appears.



Updating Salary Reserve Contact information

Exit	Test Organization	Update Salary Reserve Contact
Salary Reserve Updates	Contact Information	
Salary Reserve Data	123 Common Ave Boston MA 12345 USA (123)-123-1234 http://www.testorg.com TIN/FEIN: 000000000 Vendor Customer Code: N/A	PDM Contact: Mary Jones Phone: (617) 555-3333 Title: mary.jones@testorganization.com
Help Desk and Training	Update Contact Information	
User Manual	Salary Reserve Contact	
FAQs	<div style="border: 2px solid red; padding: 2px;">Is Salary Reserve Contact the same as PDM contact? Yes <input type="checkbox"/></div>	
PDM How-to-Demos	First: * <input type="text" value="Ann"/> MI: <input type="text"/> Last: * <input type="text" value="Smith"/>	
Job Aids	Title: * <input type="text" value="Contract Manager"/>	
Phone Number 1-800-421-0938	Phone Number: * <input type="text" value="(617) 555-2020"/> (###) ###-####	
	E-Mail: * <input type="text" value="asmith@testorganization.org"/>	
	<input type="button" value="Save"/>	

Tip: If you answer **Yes** to “Is Salary Reserve Contact the same as PDM contact?” the required fields below are disabled. Then, click

*You are returned to the **Salary Reserve Contract Data Summary** page with the updated contact information displaying.*

Tip: Asterisk denotes required fields.

To update Salary Reserve Contact information:

1. Enter first and last name.
2. Enter title.
3. Enter phone number
(**Hint:** space for extension up to 5 digits).
4. Enter e-mail address.

5. Click .

*You are returned to the **Salary Reserve Contract Data Summary** page with the newly entered contact information displaying.*



Updating Salary Reserve Contact Information (continued)

Provider Data Management [Business Functions > Salary Reserve](#) [Mass.Gov Home](#) [State Agencies](#) [State Online Services](#)

[Links to Related Information](#)
[Exit](#)

[Salary Reserve Updates](#)

[Salary Reserve Data](#)

[Update Contact](#)
[Manage Wage Data](#)
[Manage Contracts](#)

Help Desk and Training

[User Manual](#)
[FAQs](#)

Test Organization **Salary Reserve Data Summary**

To enter Salary Reserve Data select the corresponding Update link.

Contact Information [Update](#)

123 Common Ave
Boston MA 12345 USA
(123)-123-1234
<http://www.testorg.com>
TIN / FEIN: 000000000
Vendor Customer Code: N/A

Salary Reserve Contact:
Ann Smith
Phone: (617) 555-2020
Title: ContractManager
asmith@testorganization.org

Accessing the Salary Reserve Contract Data Page

To access the **Manage FY07 Salary Reserve Contracts** page, click the [Update](#) link from the **Salary Reserve Data Summary** page.

Provider Data Management [Business Functions > Salary Reserve](#) [Mass.Gov Home](#) [State Agencies](#) [State Online Services](#)

[Links to Related Information](#)
[Exit](#)

[Salary Reserve Updates](#)

[Salary Reserve Data](#)

[Update Contact](#)
[Manage Wage Data](#)
[Manage Contracts](#)

Help Desk and Training

[User Manual](#)
[FAQs](#)
[PDM How-to-Demos](#)
[Job Aids](#)
 Phone Number
1-800-421-0938

Test Organization **Salary Reserve Data Summary**

To enter Salary Reserve Data select the corresponding Update link.

Contact Information [Update](#)

123 Common Ave
Boston MA 12345 USA
(123)-123-1234
<http://www.testorg.com>
TIN / FEIN: 000000000
Vendor Customer Code: N/A

Salary Reserve Contact:
Ann Smith
Phone: (617) 555-2020
Title: ContractManager
asmith@testorganization.org

Salary Reserve Wage Detail [Update](#)

UFR Title	No. of FTEs	Total Annual Wages	Average Salary
Update			

Contract Detail [Update](#)

ID	Contract No	Dept	Activity Code	FTEs <=\$40K	Annual Salaries FTEs <=\$40K	% of Program Purchased by Dept.	Adjusted Salaries <=\$40K
<p>Important Note → Once all data is entered click submit to confirm. The deadline for submitting your FY2007 Salary Reserve Data is Friday, September 29, 2006 at 5:00 PM.</p>							

[Submit](#)

The Manage FY07 Salary Reserve Contracts page appears.



Managing FY07 Salary Reserve Contracts

Test Organization

Manage FY07 Salary Reserve Contracts

Salary Reserve Updates

Salary Reserve Data

Help Desk and Training

Update Contract

Manage Wage Data

Manage Contracts

User Manual

FAQs

PCDM How-to Demos

Job Aids

Phone Number

Contract Number (20 digits):*

Agency:*

Or enter Contract Number below

Activity Code:*

Accounting Line:

Salary Category	Number of FTEs *	Annual Salaries for FTE *	% of Program Purchased by State Agency *
Less than or equal to \$40,000	50	101430900	100

Add & Save

Contract Summary

ID	Contract Number	Dept	Activity Code	FTEs <=\$40K	Annual Salaries FTEs <=\$40K	% of Program Purchased by Dept.
----	-----------------	------	---------------	--------------	------------------------------	---------------------------------

Back to Salary Reserve Data Summary

Tips:

- Asterisk denotes required fields.
- Do not use the dollar sign or commas.

To add a contract to manage FY07 Salary Reserve Contract data:

1. Select a contract from the drop down box **or** enter (up to 20 digits) contract number in appropriate field.
2. Select the agency from the drop down box.
3. Enter activity code.
4. Enter accounting line.
5. Enter number of FTEs.
6. Enter annual salaries for FTEs.
7. Enter % of program purchased by State Agency.
8. Click **Add & Save**.

The page reappears with the newly entered contact displaying.



Managing FY07 Salary Reserve Contracts (continued)

- Links to Related Information
- Exit
- Salary Reserve Updates
- Salary Reserve Data
 - Update Contract
 - Manage Wage Data
 - Manage Contracts
- Help Desk and Training
 - User Manual
 - FAQs
 - FDM How-to-Demos
 - Job Aids
 - Phone Number
1-800-421-0938

Test Organization
Manage FY07 Salary Reserve Contracts

Add Contract
 Contract Number (20 digits):* Agency:*
 Or enter Contract Number below
 Activity Code:*
 Accounting Line:

Salary Category	Number of FTEs *	Annual Salaries for FTE *	% of Program Purchased by State Agency *
Less than or equal to \$40,000	<input type="text"/>	<input type="text"/>	<input type="text"/>

Contract Summary

ID	Contract Number	Dept	Activity Code	FTEs <=\$40K	Annual Salaries FTEs <=\$40K	% of Program Purchased by Dept.
47	526605660343DMR00000	DMR	3036	50.0	\$101,430,896.00	100%

[Back to Salary Reserve Data Summary](#)

Tips:

To add another contract:

1. Enter data.
2. Click .

The contract is added.

Contract Summary						
ID	Contract Number	Dept	Activity Code	FTEs <=\$40K	Annual Salaries FTEs <=\$40K	% of Program Purchased by Dept.
47	526605660343DMR00000	DMR	3036	50.0	\$1,014,309.00	100%
49	INTF0000009950619700	DSS	REGS	2.0	\$49,691.20	100%
50	SCDMH431050040630000	DMH	3049	14.0	\$326,337.00	100%
51	20075004280000000000	MRC	3031	1.0	\$23,500.00	100%

[Back to Salary Reserve Data Summary](#)

- The unique ID number for each line item corresponds to the contract number, appropriation, and activity code.

Hint: To return to the **Salary Reserve Data Summary** page, click the [Back to Salary Reserve Data Summary](#) link.



Managing Existing Contract Data

To manage an existing contract you have previously entered, click the [Contract Number](#) link.

Contract Summary						
ID	Contract Number	Dept	Activity Code	FTEs <=\$40K	Annual Salaries FTEs <=\$40K	% of Program Purchased by Dept.
47	526605660343DMR00000	DMR	3036	50.0	\$1,014,309.00	100%
49	NTE00000009950619700	DSS	RESG	2.0	\$49,691.20	100%
50	SCDMH431050040630000	DMH	3049	14.0	\$326,337.00	100%
51	200750042800000000000	MRC	3031	1.0	\$23,500.00	100%

[Back to Salary Reserve Data Summary](#)

*The Manage **FY07 Salary Reserve Contracts** page appears with contract number field populated.*

■ [Exit](#)

[Salary Reserve Updates](#)

[Salary Reserve Data](#)

■ [Update Contract](#)

■ [Manage Wage Data](#)

■ [Manage Contracts](#)

Help Desk and Training

■ [User Manual](#)

■ [FAQs](#)

■ [PDM How-to Demos](#)

■ [Job Aids](#)

■ Phone Number
1-800-421-0938

Test Organization

Manage FY07 Salary Reserve Contracts

Add Contract

Contract Number (20 digits): * Agency: *

Or enter Contract Number below

Activity Code: *

Accounting Line:


Salary Category	Number of FTEs *	Annual Salaries for FTE *	% of Program Purchased by State Agency *
Less than or equal to \$40,000	<input type="text" value="50"/>	<input type="text" value="101430900"/>	<input type="text" value="100"/>

Add & Save

Contract Summary

ID	Contract Number	Dept	Activity Code	FTEs <=\$40K	Annual Salaries FTEs <=\$40K	% of Program Purchased by Dept.

[Back to Salary Reserve Data Summary](#)

Add contract data, then click .

*You are returned to the **Manage FY07 Salary Reserve Contracts** page with the updated data displaying.*

Caution: If you click , it clears out all the data you entered and the contract record will be deleted.



Accessing Manage Salary Reserve Wage Data

To access the **Manage Salary Reserve Wage Data** page, click the [Update](#) link from the **Salary Reserve Data Summary** page.

The Manage Salary Reserve Wage Data page appears.

Managing Salary Reserve Wage Data

Tip: Asterisk denotes required fields.

To enter wage data:

1. Select UFR title from drop down box.
2. Enter number of FTEs.
3. Enter total annual wages.
4. Click **Add & Save**.

The page reappears with the newly entered data displaying.



Managing Salary Reserve Wage Data (continued)

UFR Title *	Number of FTEs *	Total Annual Wages *
Select One		

Add & Save

UFR Title	Number of FTEs	Total Annual Wages	Average Salary
Case Worker	2.0	\$496,912.00	\$248,456.00

[Back to Salary Reserve Data Summary](#)

Tip: To add another wage, click **Add & Save**.

Hint: To return to the **Salary Reserve Data Summary** page, click the [Back to Salary Reserve Data Summary](#) link.

Updating Existing Salary Wage Data

To update an existing salary wage data you have previously entered, click the [UFR Title](#) link.

UFR Title	Number of FTEs	Total Annual Wages	Average Salary
Assistant Program Director	1.0	\$23,500.00	\$23,500.00
Case Worker	2.0	\$496,912.00	\$248,456.00
Direct Care I/Program Staff	50.0	\$1,014,309.00	\$20,286.18
Licensed Counselor	14.0	\$328,337.00	\$23,452.64

*The **Update Wage Data** page appears.*

UFR Title *	Number of FTEs *	Total Annual Wages *
Case Worker	2.0	49691.2

Delete **Update**

Update Wage data, then click **Save**.

*You are returned to the **Update Salary Reserve Wage Data** page with newly entered data displaying.*

Caution: If you click **Delete**, it clears out all the data you entered and the record will be deleted.



Chapter 3: Confirming FY 2007 Salary Reserve Data

Introduction

After the Salary Reserve data for FY 2007 has been entered for your organization, you will need to complete the submittal and confirmation process.

Submitting Salary Reserve Data

Once all FY 2007 Salary Reserve Data has been entered and reviewed, click **Submit**.

[Exit](#)
[Salary Reserve Updates](#)
[Salary Reserve Data](#)
[Update Contact](#)
[Manage Wage Data](#)
[Manage Contracts](#)

[Help Desk and Training](#)
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[PDM How-to-Demos](#)
[Job Aids](#)

[Phone Number](#)
1-800-421-0938

Test Organization

Salary Reserve Data Summary

To enter Salary Reserve Data select the corresponding Update link.

Contact Information

Update

123 Common Ave
Boston MA 12345 USA
(123)-123-1234
<http://www.testorg.com>
TIN / FEIN: 000000000
Vendor Customer Code: N/A

Salary Reserve Contact:

Ann Smith
Phone: (617) 555-2020
Title: ContractManager
asmith@testorganization.org

Salary Reserve Wage Detail

Update

UFR Title	No. of FTEs	Total Annual Wages	Average Salary
Assistant Program Director	1.0	\$23,500.00	\$23,500.00
Licensed Counselor	14.0	\$328,337.00	\$23,452.64
Direct Care I/Program Staff	50.0	\$1,014,309.00	\$20,286.18
Case Worker	2.0	\$49,691.20	\$24,845.60

Contract Detail

Update

ID	Contract No	Dept	Activity Code	FTEs <=\$40K	Annual Salaries FTEs <=\$40K	% of Program Purchased by Dept.	Adjusted Salaries <=\$40K
47	5266056603430DMR000000	DMR	3036	50.0	\$1,014,309.00	100%	\$1,014,308.94
49	INTF00000009950619700	DSS	RESG	2.0	\$49,691.20	100%	\$49,691.20
50	SCDMH4310500408300000	DMH	3049	14.0	\$328,337.00	100%	\$328,337.00
51	2007500428000000000000	MRC	3031	1.0	\$23,500.00	100%	\$23,500.00

Once all data is entered click submit to confirm. The deadline for submitting your FY2007 Salary Reserve Data is Friday, September 29, 2006 at 5:00 PM.

Submit

The Final Confirmation page appears.

Confirming Salary Reserve Data

[Exit](#)
[Salary Reserve Updates](#)
[Salary Reserve Data](#)
[Update Contact](#)
[Manage Wage Data](#)
[Manage Contracts](#)

[Help Desk and Training](#)
[User Manual](#)
[FAQs](#)
[PDM How-to-Demos](#)
[Job Aids](#)

[Phone Number](#)
1-800-421-0938

Test Organization

Final Confirmation

Thank you for submitting your data for FY 2007 Salary Reserve.

☒ By clicking the Final Confirmation check box you are confirming the data you entered is complete and accurate. After you click this check box, you will no longer be able to edit and resubmit data.

By clicking CONFIRM, you are certifying under the pains and penalties of perjury that the information reported is accurate and complete to the best of your knowledge. This information will be used to determine the funds that will be allocated to your organization.

Confirm



Confirming Salary Reserve Data

To confirm *Final Confirmation*:

1. Click the check box to confirm data entered is complete and accurate.

2. Click **Confirm**.

Once data has been confirmed, an email notification will be sent to the Salary Reserve Administrator.

The Salary Reserve Final Confirmation page appears.

<ul style="list-style-type: none">Links to Related InformationExit	Test Organization Salary Reserve Final Confirmation																																									
Salary Reserve Updates	Please print for your records.																																									
Salary Reserve Data	Contract Confirmation Date Submitted: 08/23/2006																																									
Help Desk and Training	Salary Reserve Contact:																																									
<ul style="list-style-type: none">User ManualFAQsPDM How-to-DemosJob AidsPhone Number 1-800-421-0938	123 Common Ave Boston MA 12345 USA (123)-123-1234 http://www.testorg.com TIN / FEIN: 000000000 Vendor Customer Code: N/A	Ann Smith Phone: (617) 555-2020 Title: ContractManager asmith@testorganization.org																																								
Salary Reserve Wage Detail																																										
<table><thead><tr><th>UFR Title</th><th>No. of FTEs</th><th>Total Annual Wages</th><th>Average Salary</th></tr></thead><tbody><tr><td>Assistant Program Director</td><td>1.0</td><td>\$23,500.00</td><td>\$23,500.00</td></tr><tr><td>Licensed Counselor</td><td>14.0</td><td>\$328,337.00</td><td>\$23,452.64</td></tr><tr><td>Direct Care I/Program Staff</td><td>50.0</td><td>\$1,014,309.00</td><td>\$20,286.18</td></tr><tr><td>Case Worker</td><td>2.0</td><td>\$49,691.20</td><td>\$24,845.60</td></tr></tbody></table>	UFR Title	No. of FTEs	Total Annual Wages	Average Salary	Assistant Program Director	1.0	\$23,500.00	\$23,500.00	Licensed Counselor	14.0	\$328,337.00	\$23,452.64	Direct Care I/Program Staff	50.0	\$1,014,309.00	\$20,286.18	Case Worker	2.0	\$49,691.20	\$24,845.60																						
UFR Title	No. of FTEs	Total Annual Wages	Average Salary																																							
Assistant Program Director	1.0	\$23,500.00	\$23,500.00																																							
Licensed Counselor	14.0	\$328,337.00	\$23,452.64																																							
Direct Care I/Program Staff	50.0	\$1,014,309.00	\$20,286.18																																							
Case Worker	2.0	\$49,691.20	\$24,845.60																																							
Contract Detail																																										
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3. Click to print a copy of the **Salary Reserve Final Confirmation** printer friendly version for your records.
The printer friendly version of the Salary Reserve Final Confirmation page appears.



Viewing of printer friendly version of the Salary Reserve Final Confirmation

4. View printer friendly version.

Test Organization				Salary Reserve Final Confirmation			
Contact Information				Date Submitted: 08/23/2006			
123 Common Ave Boston MA 12345 USA (123)-123-1234 http://www.testorg.com TIN / FEIN: 000000000 Vendor Customer Code: N/A				Salary Reserve Contact: Ann Smith Phone: (617) 555-2020 Title: ContractManager asmith@testorganization.org			
Salary Reserve Wage Detail							
UFR Title	No. of FTEs	Total Annual Wages	Average Salary				
Assistant Program Director	1.0	\$23,500.00	\$23,500.00				
Licensed Counselor	14.0	\$328,337.00	\$23,452.64				
Direct Care I/Program Staff	50.0	\$1,014,309.00	\$20,286.18				
Case Worker	2.0	\$49,691.20	\$24,845.60				
Contract Detail							
ID	Contract No	Dept	Activity Code	FTEs ≤ \$40K	Annual Salaries FTEs ≤ \$40K	% of Program Purchased by Dept.	Adjusted Salaries ≤ \$40K
47	526605660343DMR00000	DMR	3036	50.0	\$1,014,309.00	100%	\$1,014,308.94
49	INTF0000009950619700	DSS	RESG	2.0	\$49,691.20	100%	\$49,691.20
50	SCDMH4310500408300000	DMH	3049	14.0	\$328,337.00	100%	\$328,337.00
51	20075004280000000000	MRC	3031	1.0	\$23,500.00	100%	\$23,500.00

Viewing Purchase of Service (POS) Salary Reserve Page

Click the [Salary Reserve Updates](#) link from the navigation bar, to view the latest information about Salary Reserve.



The Purchase of Service (POS) Salary Reserve page appears.

**Purchase of Service (POS) Salary Reserve**Health & Human Services
Search**July 12, 2006 Update**

With the expectation that the FY07 budget may contain a Salary Reserve line item, EOHHS is planning the necessary steps and activities for managing and distributing the reserve in an accurate, timely and efficient manner.

To facilitate collection of FY07 contract data, EOHHS is upgrading the current version of the Provider Data Management (PDM) service. As most of you know, PDM is a Virtual Gateway business service that was made available to Purchase of Service (POS) providers and EOHHS state agencies during the summer of 2005. The new PDM release will enable POS providers to submit payroll information (e.g., FTE counts, annual salaries, and other information) required to support the allocation of the Reserve over the Internet. Once purchasing agencies have verified the accuracy of the information submitted by providers, EOHHS will calculate the salary reserve allocation for eligible employees.

In order to use PDM to submit Salary Reserve payroll information, all providers must have active accounts on the Virtual Gateway and specifically with the PDM service. During the weeks of July 10 and 17, EOHHS is emailing information to providers regarding actions they must take in order to update their existing or activate a new account on the Virtual Gateway.

FY07 Salary Reserve Administration Timeline:

As has been the case in previous years, timeline for the Salary Reserve is designed for the first Reserve payments to occur during the beginning of December. In order to meet this timeline and be eligible for Salary Reserve funds, it is critical that providers adhere to the timeline outlined below.

- August 31, 2006: Deadline for providers to complete, sign, and submit to the Virtual Gateway Team all forms and documents required to gain access to the PDM system. All providers should have received instructions via email or regular mail by July 20th on what they need to do in order to meet this deadline.
- September 7 - 29, 2006: Payroll data submission period. The deadline for providers to submit via the PDM system all payroll and salary information required for allocation of the FY07 Salary Reserve funds is September 29th. Information cannot be accepted for the FY07 Salary Reserve after this date.
- November 13, 2006: Individual provider allocation amounts announced. Appeals process opens.
- January 12, 2006: Deadline for receipt of provider appeals regarding amount of FY07 Reserve allocation.

Please direct all questions regarding the PDM deployment process to the Virtual Gateway Help Desk. The Help Desk number is 1.800.421-0938.

Additional Milestones:

Date	Milestone
08/31/06	Deadline for providers to submit any required VG or PDM enrollment material
09/07/06	PDM is open to salary reserve providers for submission of payroll information
09/29/06	Deadline for submission of provider payroll information
10/02/06 to 10/20/06	Purchasing agency review and confirmation period
11/13/06	Notice to providers on amounts allocated. Information posted on salary reserve webpage
11/13/06	Allocation appeal process opens for providers who wish to dispute their allocation
11/17/06	Salary reserve contracts emailed to Providers for signature
12/08/06	First scheduled payments out to Providers
01/12/07	Appeals period closes, all allocations are final
02/02/07	All salary reserve amendments finalized and processed
02/14/07	Salary reserve reports delivered to the Legislature and posted on the webpage

Download	Format
PDM Checklist	PDF DOC
Virtual Gateway Service Agreement	PDF DOC
Virtual Gateway Access Administrator Form	PDF DOC
Virtual Gateway User Request Form	PDF DOC
Virtual Gateway Roles Matrix	PDF XLS



Chapter 4: Glossary

Introduction

The following table lists the data elements and their definitions for the Salary Reserve Data Collection Application.

Tip: Asterisk denotes required field.

Data Element	Definition
Contractor name	Agency name as used in articles of incorporation or organization.
*Contact person	The name of the person who can answer Salary Reserve questions about the survey, should any arise.
*Telephone	The contractor's telephone number, including area code and extension, if any.
FEIN	9 digit federal employer identification number (FEIN).
*FY 2007 contract number	20 digit MMARS contract identification number.
*Dept.	3 letter identifier of the department with whom contractor has a contract.
*Full-time equivalents earning less than \$40,000 in program	The number of eligible employees (full and part time) in terms of full time equivalents (FTEs) earning less than \$40,000 that work in the program.
*Annual salaries of employees earning less than \$40,000 in program	The annual salaries of eligible employees earning less than \$40,000 for the portion of their time attributable to a program.
*Percentage of	This is the percentage of the program that is



Data Element	Definition
program purchased by department	purchased by the department.
Annual salaries less than \$40,000 attributable to this contract and program	No entry (see note below). This column is calculated by a built-in formula that multiplies percentage of program purchased by eligible salaries of <\$40,000.
*MMARS activity code	Enter the MMARS activity code associated with the listed program.
Accounting Line Number (optional)	Enter the accounting line number associated with the listed program.

